

**Capital Expenditure Committee**  
Meeting Minutes  
Wednesday, August 17, 2016  
Town Hall 2<sup>nd</sup> Floor Conference Room

*Present: Brian Bartkus (BB), Tony Battaglia (TB), Eric Dahlberg (ED), William Moonan (WM), Paul Mortenson (PM), Barbara Perry (BP)*

*Absent: Dan Brosgol (DB), Mary Ellen Carter (MEC), Jim O'Neil (JO)*

*Other attendees: Michael Rosen (MR) – Assistant Town Manager*

*Meeting called to order by Chair at 7:34 PM*

**1. Protocols for Department Head Presentations to CEC**

- a. WM kicked off what became a lengthy discussion on the CEC's approach to making decisions based on upcoming department head presentations. He suggested that the CEC consider its willingness to take a position of "bad idea" on project proposals that it deems unwarranted or unwise, stressing that, as a member of the Bedford Selectmen, he views the CEC as a financial board with an important advisory responsibility.
- b. TB added that a critical consideration in the CEC's decision-making process – and hence something to be included in the "Questions to Ask" document – should be understanding the status of departments' current projects (that is, projects previously approved and funded).
- c. After some CEC discussion on what exactly the question on project status to department heads should be, PM offered specific verbiage to be added to the document: "What is the status of projects from last year?" After some group word-smithing, CEC reached consensus that additional question should be: "What is the status of prior year projects?"
- d. Turning the focus to department heads' presentations themselves, TB suggested a good approach would be to direct department heads to devote their first slides to the status of prior year projects. ED stated that he supported this approach, but wondered if soliciting such a status report right off the bat would create a time management challenge for the CEC's meetings, as such a question to presenters could side-track their presentation right off the bat.
- e. TB suggested that the CEC impose a time limit of 15 minutes for the "status of prior projects." portion of department heads' presentations, and offered a summary of the discussion thus far: department heads should come prepared to summarize prior year projects, with expected date of completion, actual date of completion (if applicable), what they were approved to spend, what they actually spent, and any additional noteworthy comments.
- f. The CEC reviewed the "Questions to Ask" document in detail, identifying several high-priority wording adjustments that were captured by MR.

Motion to approve "Questions to Ask" document as amended made by BB. Seconded by PM. Approved 5-0-1 (BP abstained).

- g. The CEC reached consensus to hold questions on department heads' presentations to the end unless there is a burning need for clarification during presentations.
- h. TB offered a timetable for presentations: suggesting just under two hours (115 minutes) for entire department presentation as a realistic goal that breaks down as follows:
  - Status Projects: 10 mins
  - Prioritizations: 10 mins
  - Questionnaire: 15 mins
  - Presentations: 30-40 mins

- Q&A: 35-40 mins

## **2. Review and approve minutes of June 6, 2016 and August 3, 2016**

- a. CEC reviewed the meeting minutes of June 6, 2016. BP identified one correction: two instances of “WB” should be changed to “WM.”  
Motion to approve the meeting minutes of June 6, 2016, as amended, made by BP; seconded by BB. Meeting minutes of June 6, 2016 approved by a vote of 5-0-1 (PM abstaining).
- b. CEC agreed to postpone consideration and vote on meeting minutes of August 3, 2016 because the Chair noted that a majority of those present for the August 3 meeting were not present tonight.

## **3. Report on any Liaison Information**

- a. No liaison reports noted, the CEC turned its attention to the schedule of upcoming meetings. MR summarized the meetings on the calendar for the remainder of 2016:
  - 9/21: 6-year plan (Town Manager and department heads) as well as discussion of water meter and press box issues
  - 10/5: DPW (part 1 of 2)
  - 10/12: Facilities (town side)
  - 10/19: Police and Fire
  - 10/26: DPW (part 2 of 2)
  - 11/2: Facilities (school side)
  - 11/16: Schools
  - 11/30: Finance and IT
  - Not yet on schedule yet: joint meeting with CPC
- b. After some discussion, the CEC reached consensus that the CPC should be invited to be present at the 9/21 meeting.
- c. In anticipation of the 9/21 meeting, BB provided a brief history of the press box issue.

## **4. New Business**

*N/A - None raised.*

## **5. Future Meeting Dates**

*N/A - Covered during discussion of agenda item #3 – Report on any Liaison Information – above.*

## **6. Adjournment**

- a. Motion to adjourn made by PM; seconded by BB. Meeting was adjourned at 9:54 PM by a vote of 6-0-0.

Respectfully submitted by

Eric Dahlberg, CEC Clerk.

Minutes approved on September 21, 2016